

# ADOT CODE OF CONDUCT



## A letter from Victor Mendez . . .

Dear Fellow Employee:

The Arizona Department of Transportation's (ADOT's) reputation is an invaluable asset that each of us must maintain. Our reputation can affect the public's impression of us.

Our business is based on trust. The public trusts us to conduct their business with the highest standards, whether it's building roads, issuing driver licenses, or awarding grants. Our reputation depends on us conducting this business promptly, competently and fairly with honesty and integrity.

To assist us in achieving and maintaining trust we have established an ADOT Code of Conduct. This Code is based on our ADOT values, and is a statement of standards of acceptable and appropriate behavior for all ADOT employees.

I expect ADOT employees to understand this Code and to consistently apply these high standards of personal and business ethics in the discharge of their assigned responsibilities. In our rapidly evolving workplace, each of us is challenged by a complex environment, which often requires a fast response under pressure. No written policy can anticipate every ethical dilemma or definitively set forth the appropriate action for all situations. Accordingly, rather than a set of specific rules, this code, in conjunction with the ADOT values, emphasizes a standard of ethical conduct which applies to all of our business dealings and relationships.

It's one thing to set high standards, but we must also abide by them. For instance, working and behaving with integrity requires the focus of each employee. This includes being cognizant of perceptions created by our actions. We must not only discern right from wrong, and good and bad, we must also be cognizant of how our actions are perceived by others. We must question whether our actions could be interpreted in a way that brings dishonor to the agency. I expect employees to conduct themselves in a manner that will not bring discredit or embarrassment to ADOT.

ADOT's Code of Conduct outlines the general framework for legal and ethical behavior. Adherence to the Code is a condition of employment at ADOT. Each of us – every employee at every level – must perform his or her duties with the utmost attention to, and respect for, ethical, responsible business practices and the law. We expect managers to help employees understand and live up to the code; however, we are each responsible for understanding and observing the code, seeking interpretation and guidance, if in doubt. Failure to comply with this Code may result in a range of disciplinary actions, including dismissal. In addition, we expect our business partners to conduct their business in keeping with the core principles of our Code.

ADOT's goal is to meet the highest ethical standards in all our operations. To that end, I expect all employees to conduct business in a way that commands respect from the community in which we work and live.

07/25/2006

Thank you for contributing to our success by upholding the ADOT Code of Conduct and living our values in your service.

A handwritten signature in blue ink, reading "Keith M. Mung". The signature is written in a cursive style with a large initial "K" and a stylized "M".

## ADOT CODE OF CONDUCT

ADOT CONDUCTS ITS BUSINESS WITH HONESTY AND INTEGRITY, CONSISTENT WITH ADOT VALUES. ALL EMPLOYEES UNDERSTAND THESE VALUES AND ARE GUIDED BY THEM AT WORK.

### ADOT Values

- **INTEGRITY:** We exhibit honesty, accountability and fairness in all we do. We strive to earn the public's trust!
- **RESPECT:** We recognize that people are the foundation of ADOT's success. Diversity is a source of strength. We treat people with respect and dignity.
- **ACCOUNTABLE:** We will hold all employees accountable for their actions.
- **CUSTOMER SERVICE:** We strive to achieve customer satisfaction in everything we do!
- **SAFETY:** We are committed to a safe and secure work environment.
- **PARTNERSHIP:** We collaborate with residents, neighborhoods, elected officials, all levels of government, contractors, consultants, suppliers and other interested parties to provide a safe, cost-effective transportation system.
- **TEAMWORK:** We combine our employee diversity with professional competency to be the standard of excellence in transportation products and services. We work together!
- **EXCELLENCE:** We strive for excellence and continuous improvement in everything we do. We do it right!
- **COMMUNICATION:** We will maintain clear, concise, accurate and timely communication.
- **EMPOWERMENT:** We encourage employees to exercise personal responsibility by using the freedom to communicate, make decisions and take action in a supportive team environment. Make decisions – grow from mistakes!
- **LEADERSHIP:** ADOT's leaders will provide: clear direction; opportunities for all to participate in the decision making process; and recognition of outstanding individual and team efforts.

ADOT's Code of Conduct is based on our values. To maintain the public trust, these values need to drive both what ADOT employees do, and how they do it. In addition to not violating any federal, state, or local laws and to achieve truly superior performance with a positive culture, ADOT employees must go beyond basic standards. They must be driven by a passion for doing the right thing and acting with integrity in all of their actions.

Adherence to this Code will ensure that ADOT employees make appropriate decisions. Although the Code may not cover every situation, it does set forth a basic philosophy of conducting business. More specific guidelines may be available to employees of individual business sections to help them apply the Code locally.

### **Customers and Stakeholders**

ADOT employees and representatives are expected to be honest, fair and objective when communicating with customers and stakeholders. We are committed to satisfying our customers and partners by delivering quality products and services.

This means that ADOT employees and representatives must never:

- Make false or misleading statements;
- Engage in deceptive or unfair practices;
- Engage in activities that may be perceived to be dishonest, deceptive or unfair.

### **Contract Related Activities**

Employees who deal with outside contractors must maintain independence and impartiality in their business relationships, both in fact, as well as in appearance. All decisions shall be based on an impartial assessment of the costs and benefits to ADOT. Employees may not give or receive gifts, gratuities, or entertainment in exchange for business favors or to influence a business decision. Employees should avoid personal relationships that can be construed as conflicts of interest or raise the appearance of impropriety.

Employees must adhere to the ADOT Gift Policy and other procurement related policies and restrictions. ADOT will not tolerate illegal or unethical business practices.

### **Conflicts of Interest and Personal Gain or Benefit**

All employees have a responsibility to act in the best interest of ADOT. Employees are prohibited from using their positions for personal benefit or gain. Sometimes an employee may have a personal or financial stake in the outcome of a decision, as well as influence over that decision. In this type of situation, a potential conflict of interest exists. This includes any arrangement or circumstance, including a family or other close personal relationship, that might cause the employee to act other than in the best interest of ADOT, or that creates the appearance of such a conflict.

### **Use of ADOT Resources**

Appropriate use of Department resources keeps costs down and protects the taxpayers' interest. It is the responsibility of each employee to ensure the proper use and protection of ADOT resources including equipment, tools, and other tangible assets, as well as intangible assets such as time and knowledge. Employees are expected to be familiar with and adhere to all ADOT policies including electronic equipment usage.

### **Outside Business Interests**

Employees may choose to become involved in business interests outside ADOT. For situations that may have potential conflicts of interest, you should discuss it with your manager and act in accordance with ADOA Rule R2-5-501 Standards of Conduct, and ADOT PER-6.02 Conflict of Interest of Officers and Employees and Secondary Employment.

### **Political Activity**

All employees are expected to adhere to the provisions of ARS §41-770 Causes for Dismissal or Discipline, regarding political activity, as well as the ADOT Policy on Political Activity, PER-6.01.

### **Equal Employment Opportunities**

ADOT is committed to a policy of nondiscrimination. Employees at all levels will not discriminate against any individual on the basis of race, color, sex, religion, national origin, age, sexual orientation, pregnancy and/or disability. Personnel decisions are made on the basis of merit. These include hiring, promotions, discipline, transfer, recruitment, advertising, reduction in force, rates of pay or other forms of compensations, selection for training, job assignments, accessibility, working conditions, special duty details, and employee evaluations and appraisals.

### **Compliance with ADOT's Code of Conduct**

Employees who violate ADOT's Code of Conduct put themselves and the agency at the risk of facing serious legal consequences, including criminal penalties. Code of Conduct violations will result in disciplinary action, up to and including termination.

Periodically, all ADOT employees will be required to take a training course and will be asked to sign a document stating that you understand and are in compliance with the Code of Conduct.

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*This Code of Conduct cannot anticipate every contingency. Employees are encouraged to seek the advice of their immediate supervisor if they are in doubt about any situation, or potential decision or action.*